Kutztown University Policy ACA-036

Course Guides/Course Syllabi

A. Purpose

The purpose of this policy is to establish consistent content for course guides/course syllabi and a standard method of dissemination of course guides/course syllabi at Kutztown University, define faculty responsibilities in regard to the distribution of course guides to students in their classes.

B. Scope

This policy applies to all faculty and students.

C. Key words and phrases:

None

D. Policy & Procedure(s)

During the first week of classes, the course guide/course syllabus for each course section will be made available to students on the faculty members must upload the course guide in the University’s online learning management system. A copy of the course guide/course syllabus must be submitted to the department office. Any subsequent changes to this information must be posted in the University’s online learning management system. Distribute to their students a written course guide that contains at least the course requirements and the grading procedures. This information can be distributed separately or as part of such items as course outlines or syllabi. Any subsequent changes to this information must be given to the class in writing.

Course guides/course syllabi will minimally include the following sections. Colleges and departments may have additional expectations.

1. Required textbooks and learning materials: The textbooks and other learning resources that are used in the course.
2. Course overview: The official course description.
3. Course objectives: The expected learning outcomes for the course.
4. Course grading requirements: Descriptions of the assessment tools in the course and the percentage and/or points in contribution of each assessment to the total grade.
5. Weekly course outline, topics, and/or assignments.
6. Attendance policy: A description of the University’s attendance policy (see Policy ACA-016 Class Attendance).
7. Academic integrity statement: A description of the types of academic integrity violations and the resources available (see Policy ACA-027 Academic Honesty).
8. Accommodations for students with disabilities statement: Refer to the Disability Services Office for an accommodation statement.
9. Miscellaneous: Information on office hours, office location, office telephone number, and e-mail address.

E. Effective Date

1993

F. Approved By

University Senate - May 6, 1993
University President - May 18, 1993

G. Last Review

August, 2009
August, 2010
August, 2011
August, 2012
August, 2013
August, 2014